

Mentoring for School Leaders
Frequently Asked Questions

Question and Answer		
1	Q	Exactly what needs to be sent to the DPS at the end of the two-year mentor program?
	A	Submit a copy of the Individual Development Plan Summary Form, All license materials, Copy of Results from the ISLA. www.doe.state.in.us/dps/licensing/checklists/BuildingLevelAdminOnly.pdf
2	Q	Who is responsible for sending the final paperwork to the DPS?
	A	The Protégé with the assistance of the Mentor
3	Q	When is everything due?
	A	June 15th of Year Two. ISLA needs to be completed by March 31, of Year Two.
4	Q	Who signs off?
	A	Individual Development Plan Summary Form: Mentor, Protégé License: Superintendent
5	Q	What is the responsibility of the protégé?
	A	Meet with Mentor whenever requested; Keep copies of all records/paperwork; Complete Self-Assessment; Journal; Complete Individual Development Plan, also called Goal Action Plan; Complete the online Indiana School Leaders Assessment by March 31. Submit all materials to Mentor for signatures and review.

6	Q	What is the responsibility of the mentor?
	A	Make first contact with Protégé; Establish timeline for activities; connect administrative standards and teaching standards to goals; Begin completing the Individual Development Plan or Goal Action Plan.
7	Q	What is the responsibility of the superintendent (or designee)?
	A	Assign a DPS trained mentor to a beginning administrator; Enroll Protégé in the IMAP program by completing enrollment form and faxing to the DPS by Oct. 1st ; Year Two resubmit IMAP enrollment form, sign at the bottom of the form; Sign back of protégé's license for submission to DPS at end of school year.
8	Q	What is the next step for licensure?
	A	<p>Beginning Administrators with a Rules 2002 Initial Practitioner's License should submit the following items in the spring of the second year of IMAP, in order to receive the Proficient Practitioner license, valid for five years;</p> <p>Application, certified check or money order in the amount of \$35, a limited criminal history report, a copy of the initial practitioner license with the back signed by the superintendent/designee to show that the IMAP program has been completed, copy of the Individual Development Plan Summary Form, signed by both the mentor and protégé (as found online) and a copy of the ISLA scores showing at least 80% proficiency.</p>
9	Q	How do I go about getting paid?
	A	The school district for the beginning administrator needs to complete the "IMAP Enrollment Form." In addition to the information requested regarding the beginning administrator, contact information regarding the mentor is also requested. Any stipend that is paid would be distributed to the mentor's school district. The school would then pay the stipend to the mentor.
10	Q	What if I am mentoring someone in a private school? Does everything work the same?
	A	Yes
11	Q	How many times should I meet with the protégé each month?

	A	A minimum requirement is that you meet or contact your protégé once a month.
12	Q	Are there materials that I can read about being a mentor?
	A	*See list of articles in training CD. Update mentor information at adminmentor@doe.state.in.us You will then be sent information on how to access the Moodle class for Administrator Mentors where you will find all the updated information for you and your protégé.